

[Your Company's Logo]  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your eyelash extension services. We are excited to have you as a valued client and look forward to enhancing your beauty with our professional lash techniques.

**\*\*Appointment Confirmation:\*\***

Your appointment is scheduled for [Date] at [Time]. Please arrive [10/15 minutes] early to allow time for a consultation and to ensure we can provide you with the best service possible.

**\*\*What to Expect:\*\***

During your appointment, we will discuss your desired look and assess your natural lashes to determine the best type of extensions for you. Our expert technician will then apply the eyelash extensions carefully to achieve your desired effect.

**\*\*Aftercare Information:\*\***

To ensure the longevity of your lash extensions, please follow these aftercare tips:

- Avoid getting your lashes wet for the first 24 hours.
- Do not use oil-based products on or near your lashes.
- Brush your lashes daily with a clean spoolie.
- Schedule regular fill appointments every [2-4 weeks] to maintain your look.

**\*\*Cancellation Policy:\*\***

If you need to reschedule or cancel your appointment, please do so [24/48 hours] in advance to avoid a cancellation fee.

We are excited to see you soon and help you achieve the gorgeous lashes you desire! If you have any questions or concerns, please don't hesitate to reach out to us.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Website URL]  
[Social Media Handles]

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